



Maryland Department of Budget & Management

*DBM – people and technology...
a partnership for the new millennium*

Office of Budget Analysis

*ROBERT L. EHRLICH, JR.
Governor*

*MICHAEL S. STEELE
Lieutenant Governor*

*JAMES C. DIPAULA, JR.
Secretary*

*CECILIA JANUSZKIEWICZ
Deputy Secretary*

August 2, 2004

Memorandum

TO: All Department and Independent Agency Budget Directors

FROM: David A. Treasure, Acting Executive Director of Budget Analysis

SUBJECT: Supplement Number 2 to the FY 2006 Operating Budget Instructions

This supplement to the FY 2006 Operating Budget Instructions contains the following additions and revisions:

- Schedule of FY 2006 Insurance Premiums** – The attached schedule of Insurance premiums should be used for budgeting automobile and other kinds of insurance. Automobile insurance should be budgeted in R*STARS Comptroller Object 0704. The Object 13 insurance should be budgeted in R*STARS Comptroller Object 1302. Amounts are provided for each budgetary unit (six-digit organization). R*STARS account codes and HOB0/STARS six digit appropriation codes are provided for reference between coding structures. The request for other kinds of insurance may be combined into a single line item (R*STARS comptroller object 1302) within a budgetary unit. However, the various components of the single line item (property premium, tort premium, fidelity bond, etc) should be itemized in either column 19 of the HOB0 budget file or on a DBM-DA2 form.
- Managing for Results Certification** – The MFR submission should include a certification of the reliability of the MFR data submitted for the FY 2006 budget by the agency head or designee of the agency head.
- Cost of Living Adjustment (COLA) Amendment** – Agencies should include the FY 2005 general fund COLA (Budget Amendment #006-05) within the FY 2005 Budget Book Appropriation column of the FY 2006 Budget Request. If you intend to reallocate this FY 2005 general fund appropriation throughout your agency as part of the FY 2006 Budget Request, you will need to submit a budget amendment along with the submission of your FY 2006 Budget Request. If you intend to include the special and federal fund COLA in the FY 2005 column of the FY 2006 Budget Request, a budget amendment must be submitted no later than the submission of the FY 2006 Budget Request.

If you should have any questions, please contact Kurt Stolzenbach at 410-260-7416 or your assigned analyst.

CC: Cecilia Januszkiewicz
Budget Analysts
Bruce Martin
Marc Nicole
John Pirro